



**CAREER OPPORTUNITY
EXECUTIVE ASSISTANT TO THE
CLERK OF COURT
CLERK'S OFFICE
PORTLAND, OREGON**

◆ THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Executive Assistant to the Clerk of Court in the Portland Division. The incumbent provides administrative support for and reports directly to the Clerk. The Executive Assistant has frequent interaction with the judges and chambers staff, court managers, Clerk's Office staff, the Administrative Office of the U.S. Courts, the bar, and the public.

Representative Duties:

- Acts as a consultant to the Clerk in the formulation, implementation, and assessment of office practices, policies, and procedures. Maintains and revises as necessary, a master set of Court policies, procedures, and guidelines.
- Consults and coordinates with the Clerk's Office Managers to follow-up on behalf of the Clerk on the implementation of new/revised procedures, methods, and other work-related changes.
- Serves as event coordinator for special projects, such as investiture ceremonies, portrait hanging ceremonies, dedication ceremonies, and events sponsored by the U.S. District Court of Oregon Historical Society. Responsibilities include development of invitation lists and receipt of RSVPs, design and procurement of invitations and programs, facility arrangements, and catering requirements.
- Prepares agendas for meetings, and acts as secretariat for management meetings, staff meetings, and various conferences. Attends to the needs of the participants and prepares materials as required.
- Serves as liaison to the Judges' chambers and the administrative and operational support divisions of the Clerk's Office, as well as the Administrative Office and the Federal Judicial Center. Disseminates communications from the Administrative Office to appropriate staff and follows up on action items to ensure a comprehensive and coordinated response on behalf of the Clerk's Office.
- Assists the Clerk in preparation of materials in support of the Court's standing committees, e.g., Attorney Admission Fee Fund, Calendar Management, Capital Habeas, and Court Security. Assists on special projects assigned to the Clerk by the Court, Committees of the Court, and the Chief Judge.
- Maintains the Clerk's calendar. Arranges for travel and lodging for the Clerk and prepares travel authorizations and travel vouchers in accordance with the Administrative Office and local policies and regulations.
- Prepares executive correspondence, legal documents, reports, and other materials for the Clerk's review and signature. Reviews and edits materials prepared by others for the Clerk's signature. Maintains correspondence control records. Signs routine correspondence for the Clerk as authorized.
- Serves as the travel coordinator for the master government travel card and individual government travel cards.
- Receives and screens all mail for the Clerk.
- Serves as the custodial officer for the Court's inventory.
- Maintains master key list and handles the issuance and collection of court keys.
- Handles all vendor maintenance duties in the Court's financial system.
- Serves as media contact during severe weather conditions or emergency situations.

- Initiates and executes, as required, administrative notices or instructions to managers and staff on matters pertaining to internal operations.
- Receives, screens, and refers telephone calls and personal visitors. Answers general inquiries and provides assistance to the public.
- Maintains confidentiality in all matters of the Court and the Clerk's Office. Assesses the urgency and importance of situations and takes appropriate action.
- Establishes and maintains subject-matter files pertaining to the immediate Office of the Clerk. Updates files and disposes of material as necessary. Maintains office reference materials, such as administrative manuals, bulletins, etc., and files supplemental issuances in same.
- Serves as court liaison for the U.S. District Court Historical Society.
- Schedules all special events in the Courthouse and maintains list of upcoming events.

◆ QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must possess a minimum of 2 years of specialized experience, with at least 1 year of experience equivalent to work performed in the Judiciary at the CL 25 level or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study.
4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

or

Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field closely related to the position.

Desired Qualifications: Bachelor's degree in a related field and excellent typing and proofreading skills.

Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

◆ SALARY RANGE

This position is classified at a CL 27 (\$48,418 - \$78,674), depending upon the qualifications and experience of the successful candidate.

Employee Benefits:

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program, with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of ten paid holidays per year.
- Time-in-service for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

◆ HOW TO APPLY

To apply, submit a cover letter and chronological resume, together with an Application for Federal Employment and a list of three references to the address below. These items should arrive at the Court no later than 4:30 p.m. on Wednesday, December 1, 2010. The application form is available at the Court's website at www.ord.uscourts.gov in fillable format. These forms are also available at the Clerk's Offices in the Portland, Eugene, and Medford Divisions. Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Executive Assistant to the Clerk of Court

Office of the Clerk
Human Resources Division
U.S. District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at (503) 326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

◆ CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for a first-time appointment to a position in the District of Oregon, you will be required to complete a six-month probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

◆ U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, six senior district judges, six magistrate judgeships, one part-time magistrate judgeship, three recalled magistrate judges, the Office of the Clerk of Court, the U.S. Probation Office, the U.S. Pretrial Services Office, and the U.S. Public Defender's Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 70 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including case administration, courtroom and juror services, record management, appeals processing, human resources and development, budgetary and financial operations, space and facilities management, information technology, and property and procurement.

*THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF OREGON IS AN
EQUAL OPPORTUNITY EMPLOYER*